

Section 8.1.1 FUNCTIONS MENU

Approval-Central

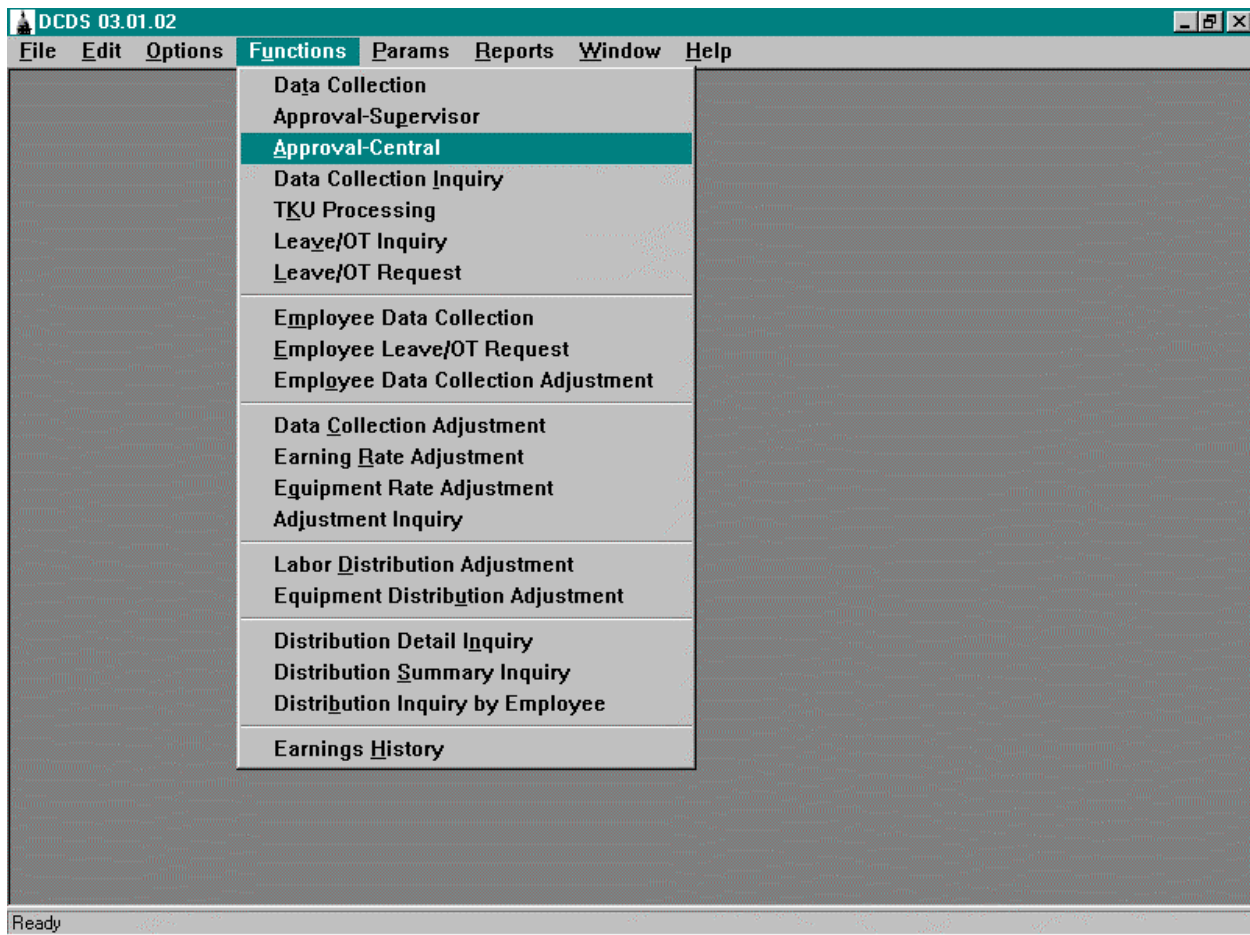
Purpose	This section provides the procedures for authorized personnel to approve timesheet information and adjustments to time, labor distribution and equipment that have been submitted by using the Approval-Central window.
Screen	Approval-Central
Reminders	<ol style="list-style-type: none">1. The Approval-Central window is accessed through the <u>F</u>unctions, <u>A</u>pproval-Central items on the menu bar.2. The Approval-Central window consists of four tabs.<ul style="list-style-type: none">■ Selection - This tab allows the user to select by Department, Agency and TKU for specific categories of time and adjustments for a specific time period. The Selection tab is the first tab displayed and consists of a Selection Criteria and a Selection List window. Once the appropriate information is selected or entered and the Select button is clicked, the remaining tabs become active and the data that matches the selection criteria is displayed in the Selection List window.■ Detail - This tab allows a user to review data and approve, reject or modify data. Data may only be modified, if the user has modify privileges. Data is displayed based on the category selected. When the approver has approved or rejected the request, a message may be sent by e-mail to the user's e-mail address, if the Notification option has been selected by the agency thru Options, TKU Options (<i>see Section 5</i>).■ History - This tab allows a user to view the approvals of an employee's time by category for the current pay period and previous pay periods.■ Emp Info - This tab allows a user to view general employee information. The same information is also displayed in Data Collection. <p><i>Continued</i></p>

Approval-Central

Reminders (Continued)	<ol style="list-style-type: none">3. The approval paths must be defined, through the TKU Options window, (see Section 5) before any approval data can be entered. A user may see requests for any employee at any level if the user is designated as the approver.4. The approver has the following options for all categories (based on security) when reviewing time:<ul style="list-style-type: none">■ Approve as submitted■ Approve with comments■ Approve with modifications
References	<i>No Specific References</i>

Main Menu

To display the Approval-Central window, select the Functions menu item from the Menu bar and select Approval-Central from the dropdown menu.



Approval-Central Selection Tab

The following window is displayed when the Functions, Approval-Central items are selected from the Menu bar. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection Detail History Emp Info

Selection Criteria

Dept: 59 (1) Agy: 01 (2) TKU: 001 (3)

Regular Time (4) ☐ Timesheet Adj. ☒ Labor Distribution Adj. ☐

Equipment Adj. ☐ Equipment Dist Adj. ☐ Equipment Rate Changes ☐

Records From: (5) 09/04/2000

Select (6)

Selection List

Action	Name	Dept	AGY	TKU	PP End dt	Category	Last Action	Modified Date
AFFA	AMATO, GREIG EUGENE	59	01	001	09/16/2000	Time Adj DCB	SUBM	02/16/2001 10:46

<= >= Approve Appr/Comments Reject Modify Close

Ready

Approval-Central Selection Tab (Selection Criteria)

Follow the steps below to select an employee.

Step	Field Name	Action
1	Dept	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. Note: If the user is authorized to view only one TKU, that TKU number will automatically display.
4	Category	Click on the appropriate category to approve time (Regular Time, Timesheet Adj., Labor Distribution Adj., Equipment Adj., Equipment Dist. Adj., Equipment Rate Changes).
5	Records From	Enter the beginning date to view time. This date does not have to be a pay period end or beginning date, any date may be entered.
6	Select Button	Click on the Select Button located at the upper right side of the window (or press Alt + L). The employees will be listed in the Selection List window based on the selection criteria.
7	Tab	Click on the Detail tab to approve, reject, or modify time. Click on the History or Emp Info tab to view other data. The Detail and History tabs will display data based on the category.

**Approval-Central
Selection Tab (Selection List)**

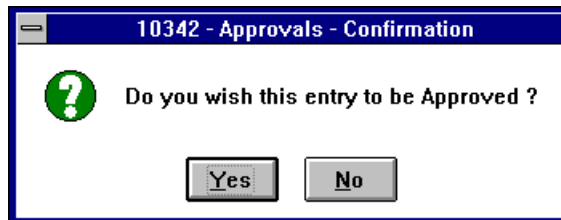
The following information is displayed:

Field Name	Description
Action	The pending action required for the specific category.
Name	The name of the employee for which the user is an approver.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) Number.
PP End DT	The last day of the pay period.
Category	The type of category of data to be approved. One of the following will be displayed: <ul style="list-style-type: none">■ Time/Time Adjustments■ Labor Distribution Adjustments■ Equipment Adjustments■ Equipment Distribution Adjustments■ Equipment Rate Changes
Last Action	The Status code of time submitted that is waiting to be approved. One of the following will be displayed:
Modified Date	The last date time was modified.

DCDS Input Procedures

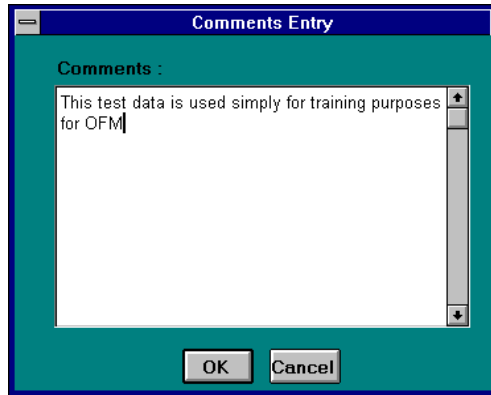
Approval-Central

Follow the steps below to approve, modify, or reject the categories of time. Examples of the Detail tab windows and field descriptions follow this procedure.

Step	Field Name	Action
<i>Follow the steps below for ALL categories.</i>		
		<p>Upon clicking on the Detail button, the window displayed depends on the category of time entered. As a result, the Detail windows vary with each category. Time may only be approved, modified, or rejected from the Detail tab.</p> <p>The approver should review the data entered before submitting it for audit.</p>
<i>Perform the following to Approve time.</i>		
	Approve	<p>Click on the Approve button to submit time for audit. The following pop-up window is displayed:</p> <div data-bbox="709 1081 1266 1299"></div> <p>Click the Yes button to approve or the No to cancel the action.</p>

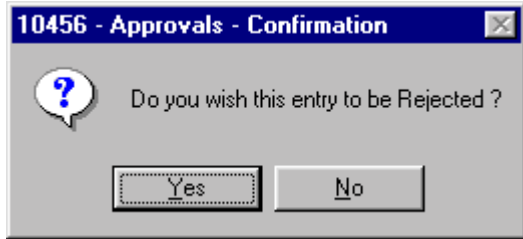

DCDS Input Procedures

Approval-Central

Step	Field Name	Action
Perform the following to Approve with comments.		
	Appr/Comments	<p>Click on the Approve/Comments button to approve the information and enter comments, if necessary. The following pop-up window is displayed:</p>  <p>Once the OK button is clicked, the Approve Confirmation window is automatically displayed.</p>
Perform the following to Modify time.		
	Modify	<p>Click on the Modify button if corrections are necessary to the employee's timesheet.</p> <p>Note: The time entry window used to enter the employee's time will display. Updates can only be made by personnel who are authorized. A message will be sent to notify the employee that changes have been made to his/her timesheet if the agency has selected the Notification option.</p>

DCDS Input Procedures

Approval-Central

Step	Field Name	Action
<i>Perform the following to Reject time.</i>		
	Reject	<p>Click on the Reject button to reject time or adjustment. The following pop-up window is displayed:</p>  <p>Click the Yes button to reject or the No to cancel the action.</p>
<i>Perform the following for ALL time submitted.</i>		
		If more than one employee is highlighted from the Selection tab, click on the next button to approve, modify, or reject time.
	Close	Click on the Close button to close the window.

Approval-Central**Regular Time or Timesheet Adj Category - Detail Tab**

The following window is displayed for the Regular Time or Timesheet Adjustment category when the Detail tab is clicked. This tab displays hours information that was submitted. This window allows for a user to view hours entered, coding block information, comments, and any errors that may have occurred. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection Detail History Emp Info

Dept : 59 Agency : 01 TKU : 001 PP End Dt : 09/16/2000 Next Action : AFFA
 Name : AMATO, GREIG EUGENE SSN : 590-10-1162 Category : Time Adj DCB

Hours Display

Month: September

Hours Type	Sum Total	03 S	04 M	05 T	06 W	07 Th	08 F	09 S	Wkly Total	10 S	11 M	12 T	13 W	14 Th	15 F	16 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0
REG2				1.0					1.0									1.0
Totals:			8.0	9.0	8.0	8.0	8.0		41.0		8.0	8.0	8.0	8.0	8.0		40.0	81.0

Personal Mileage: .0

Time Detail CB Detail Comments Errors Cash NPA

<= => Approve Appr/Comments Reject Modify Close

Ready

**Regular Time or Timesheet Adj Category
Detail Tab - Time Detail Bottom Tab**

The following information is displayed:

Field Name	Description
Hours Type	The hours type reported on the timesheet.
Sum Total	The summary number of hours reported on the timesheet. Note: These fields will only display if the hours were reported on a summary basis.
Days of the week	The hours reported for each day of the pay period. Note: These fields will only display if the hours were reported on a daily basis.
Wkly Total	Total hours reported for that hours type for the first/second week of the pay period.
PP Total	Total hours reported for that hours type for the two week pay period.
Totals	Total hours in each column includes all hours types entered.
CB Detail, Comments, Errors, Approve, Appr/Comment, Reject, Modify	Once the data is reviewed, perform one of the following: <ul style="list-style-type: none">■ View coding block detail by clicking on the CB Detail bottom tab or■ View comments by placing the cursor in the day of the week field and clicking on the Comments tab or■ View Errors by clicking on the Errors tab or■ Click on the Approve, Appr/Comments, Reject, or Modify button.

Regular Time or Timesheet Adj Category

Detail Tab - CB Detail Bottom Tab

The following window is displayed when the CB Detail Bottom tab is selected. The fields displayed are described on the following page.

The screenshot shows the 'Approval - Central' window with the 'CB Detail' tab selected. The window displays employee information and a table of time entries.

Employee Information:

- Dept : 59 Agency : 01 TKU : 001 PP End Dt : 09/16/2000 Next Action : AFFA
- Name : AMATO, GREIG EUGENE SSN : 590-10-1162 Category : Time Adj DCB

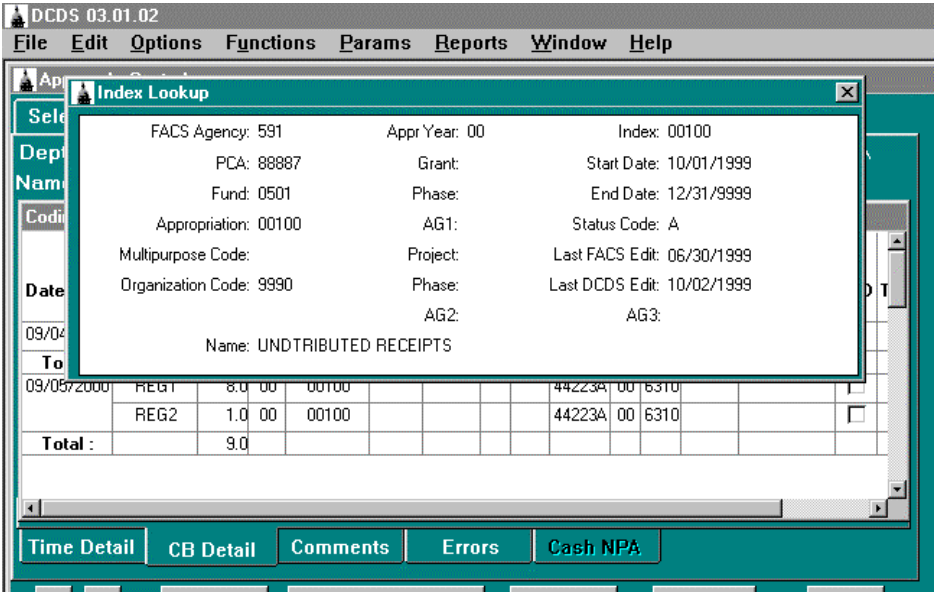
Coding Block Display:

Date	Hours Type	Hours	AY	Index Code	PCA	Grant	Ph AG1	Project	Ph AG2	AG3	Multi	STD T
09/04/2000	REG1	8.0	00	00100				44223A	00	6310		<input type="checkbox"/>
Total :		8.0										
09/05/2000	REG1	8.0	00	00100				44223A	00	6310		<input type="checkbox"/>
	REG2	1.0	00	00100				44223A	00	6310		<input type="checkbox"/>
Total :		9.0										

Navigation Buttons: <=, >=, Approve, Appr/Comments, Reject, Modify, Close

Regular Time or Timesheet Adj Category Detail Tab - CB Detail Bottom Tab

The following information is displayed:

Field Name	Description
Name, SSN	The employee's name and Social Security Number.
Date/Total	Calendar date/total of all hours entered.
Hours Type	Hours type reported on the time information entry.
Hours	Number of hours reported for the hours type.
Coding Block Elements	<p>Coding block reported for the hour's type. Click on the right mouse button to view a detailed description, the following is displayed:</p>  <p>If the standard coding block is being used, a '✓' will display in the Std field, and the coding block element fields will be blank.</p>
Std	<p>Displays a '✓' indicating that the standard coding block was used when the time information was reported.</p> <p>Note: If the standard coding block was used, the coding block fields will be blank.</p>

Regular Time or Timesheet Adj Category Detail Tab - Comments Bottom Tab

The following window is displayed when the Comments Bottom tab is selected. The fields displayed are described below.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection Detail History Emp Info

Dept : 59 Agency : 01 TKU : 001 PP End Dt : 09/16/2000 Next Action : AFFA
Name : AMATO, GREIG EUGENE SSN : 590-10-1162 Category : Time Adj DCB

Comments

Hours Type	Day	Comments	Entered By	Entered On

Time Detail CB Detail Comments Errors Cash NPA

<= => Approve Appr/Comments Reject Modify Close

Ready

The following information is displayed:

Field Name	Description
Hours Type	Hours type for the comment that was reported.
Day	Day of the pay period for which the comment is reported.
Comments	Comments reported by the employee or person entering information.
Entered By	User ID of the user who entered the comment.
Entered Date	Date when the comment was entered.

Regular Time or Timesheet Adj Category Detail Tab - Errors Bottom Tab

The following window is displayed when the Errors Bottom tab is selected. This window displays errors or warnings that were found during time validation. For explanation of errors/warnings associated with the Approval-Supervisor window, *see Section 2.3*. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Central" and contains several tabs: Selection, Detail, History, Emp Info, Time Detail, CB Detail, Comments, Errors, and Cash NPA. The "Errors" tab is currently selected. It displays a form with the following fields: Dept: 59, Agency: 01, TKU: 001, PP End Dt: 09/16/2000, Next Action: AFFA, Name: AMATO, GREIG EUGENE, SSN: 590-10-1162, and Category: Time Adj DCB. Below these fields is a section titled "Errors Display" which contains a table with the following data:

Hours	Error Type	Description
NA	20010 W	Total hours reported does not match standard hours.

At the bottom of the window, there are several buttons: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left shows "Ready".

**Regular Time or Timesheet Adj Category
Detail Tab - Errors Bottom Tab**

The following information is displayed:

Field Name	Description
Hours Type	The hours type that was entered on the timesheet.
Error No	Number of the type of error or warning found during validation process.
Type	Displays a “W” if a warning was found or an “E” if an error was found during validation. Note: Timesheet can be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	Reason for the error/warning.

Equipment Distribution Adjustment Category Detail Tab

The following window is displayed for the Equipment Distribution Adjustment category when the Detail tab is clicked. This window displays equipment distribution adjustments that were submitted. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection **Detail** History

Dept : 75 Agency : 01 TKU : 000 Next Action : APPR

Category : Equip Dist Adj

Adj Identifier: 1110 Dept: 75 Agy: 01 TKU: Start Date: 06/29/1996

End Date: 06/29/1996 Bur: Div: Sec: Unit: Sub:

Group Code: Equipment Number: Adj Effective Date: 8/30/96

Comments: test for graham

Coding Block From:

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Appr	Fund	Obj	Code
96	12500													

Coding Block To:

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Percent

Total Transactions : 0 Total Amount Affected :

<= => Approve Appr/Comments Reject Modify Close

Ready

**Equipment Adjustment Category
Detail Tab**

The following information is displayed:

Field Name	Description
Adj Identifier	A unique identification number for an equipment adjustment.
Dept	The department the adjustment applies to.
Agy	The agency the adjustment applies to.
TKU	The Timekeeping Unit (TKU) the adjustment applies to.
Start Date	The beginning date of the adjustment.
End Date	The end date of the adjustment.
Group Code	The code which identifies a category of equipment (i.e., cars, trucks etc.).
Equipment Number	A number assigned to each piece of equipment.
Adj. Effective Date	The date the adjustment takes effect.
Comments	Comments related to the adjustment.
Coding Block From/To	The coding block elements before and after an adjustment.
Total Transaction	The total number of transactions.
Total Amount Affected	The total amount of the adjustment.

Approval-Central Labor Distribution Category

The following window is displayed when the Labor Distribution category is selected. The window displays labor distribution adjustments. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Approval - Central". The sub-window contains the following information:

Dept: 59 Agency: 01 TKU: Next Action: AFFA
Name: 4128 SSN: 0 - - Category: Labor Dist Adj

Adj Identifier: 4128 Dept: 59 Agr: 01 TKU: Start Date: 09/16/2000 End Date: 09/16/2000
Adj Effective Dt: 09302000 Bur: Div: Sec: Unit: Sub:
Comments: adsfasdf

Coding Block From:

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Appr	Fund	Obj	Code
00	00200	10110												

Coding Block To:

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	Percent
00	00400	10100	NC	NC	NC	NC	NC	NC	NC	NC	100%

Navigation buttons: <=, =>, Close

Status bar: Ready

**Labor Distribution Adjustment Category
Detail Tab**

The following information is displayed:

Field Name	Description
Adj Identifier	A unique identification number for the adjustment.
Dept	The department the adjustment applies to.
Agy	The agency the adjustment applies to.
TKU	The Timekeeping Unit (TKU) the adjustment applies to.
Start Date	The beginning date of the adjustment.
End Date	The end date of the adjustment.
Adj. Effective Date	The date the adjustment takes effect.
Comments	Comments related to the adjustment.
Coding Block From/To	The coding block elements before and after an adjustment.

Approval-Central History Tab

The following window is displayed when the History tab is clicked. The History window displays action completed to an employee's time and any comments reported. The fields displayed are described below.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection Detail **History** Emp Info

Dept : 59 Agency : 01 TKU : 001 PP End Dt : 09/16/2000 Next Action : AFFA
 Name : ABDUL, CHAUNCEY SHEHADEH SSN : 590-10-7036 Category : Time Adj DCGB

Time History

Action	Comments	Action Taken By	Date
SUBM	removed 4 hours from REG1 and added	T_HRMND99	04/30/2001 08:27

<= >= Approve Appr/Comments Reject Modify Close

The following information is displayed:

Field Name	Description
Action	The action(s) that have been completed (approval, submit, reject).
Comments	Any comments entered by the approver. Note: To view all of the comments entered, double click on the comments field. The comments pop-up window displays the comments entered by the approver.
Action Taken By	Name of the user who performed the action.
Date	Date the action was taken.

Approval-Central Emp Info Tab

The following window is displayed when the Emp Info tab is clicked. This window displays general employee information (the same information is displayed in Data Collection Inquiry), leave balances, and standard distribution data. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Central" and contains a tabbed interface with "Selection", "Detail", "History", and "Emp Info" tabs. The "Emp Info" tab is active, displaying "Employee General Information" for ADBUL, CHAUNCEY SHEHADEH. The information is organized into sections: Personal Info (Name, SSN, Dept, Agency, TKU, Emp. No., HRMN Dept. Code, HRMN Dept. Name), Employment Info (Appt Status Code, Pos, Appt Eff. Date, Departure Date, FMLA Expiration Date, Voluntary Plan, Vol. Plan Hours, Vol. Plan Exp. Date), and Classification Info (ClassType, Job Code, Retirement Code, Work Site, Work County, Union Code, FLSA Exempt, FLSA Exp Date, Average Hours, Std Hours Reg, Shift 2, Shift 3). Below the information is a sub-tabbed interface with "General Info", "Leave Balance", and "Std Distribution" tabs. At the bottom are buttons for navigation and actions: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left shows "Ready".

Employee General Information			
Name: ADBUL, CHAUNCEY SHEHADEH		SSN: 590-10-7036	
Dept: 59	Agency: 01	TKU: 001	Emp. No.: 133967
HRMN Dept. Code: FIXME		HRMN Dept. Name: FIXME	
Appt Status Code: AA		FULL-TIME (CLASSIFIED)	
Pos: DEPSPL2A08N			
Appt. Eff. Date: 06/30/1985		Departure Date:	
FMLA Expiration Date:			
Voluntary Plan:		Vol. Plan Hours:0	
Vol. Plan Exp. Date:			
ClassType: Classified		Job Code: DEPTLSPL	
Retirement Code: 04			
Work Site: 2081		Work County: 19	
Union Code: Y23			
FLSA Exempt:		FLSA Exp Date:	
Average Hours: .0			
Std Hours Reg: 80		Shift 2: 0	
Shift 3: 0			

General Info		Leave Balance		Std Distribution	

<= >= Approve Appr/Comments Reject Modify Close

**Approval-Central
Emp Info Tab**

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Emp No	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
HRMN Dept Code	The employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Appt Status Code	The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc.
Pos	The employee's position number identifies jobs with sets of similar duties, knowledge, skills, and abilities.
Appt Eff Date	The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab.
Departure Date	The employee's Departure Date from position if on leave or separated.
FMLA Expiration Date	The Family Medical Leave Act expiration date for the employee if on file.
Voluntary Plan	A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program.
Vol Plan Hours	Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program.

Emp Info Tab (Continued)

Field Name	Description
Vol Plan Exp Date	Displays the expiration date of the Voluntary Work Schedule Adjustment plan if an employee is participating.
Class Type	The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions.
Retirement Code	Retirement (pension) plan code assigned to employee.
Work Site	Site code assigned to employee's position.
Work County	The County Code where the employee's position is located.
Union Code	A code that identifies which union an employee belongs to.
FLSA Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
FLSA Exp Date	The Expiration Date of an exception for FLSA overtime approval.
Average Hours	The average of hours for less than full time employees reported for the previous six pay periods. Current pay period hours are included ONLY if Time and Attendance has been <u>submitted</u> .
Std Hours Reg	The employee's first shift regular hours.
Shift 2	The employee's second shift regular hours.
Shift 3	The employee's third shift regular hours.

Emp Info Tab**Leave Balance Bottom Tab**

The following window is displayed when the Leave balance bottom tab is selected. Only Hours Types that have a balance are displayed. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Central" and contains a tabbed interface with "Selection", "Detail", "History", and "Emp Info" tabs. The "Emp Info" tab is active, showing a "Leave Balance" section with a table of data for employee ADBUL, CHAUNCEY SHEP. The table lists hours types and their available balances for the pay period 09/02/2001 to 09/15/2001. Below the table are tabs for "General Info", "Leave Balance", and "Std Distribution". At the bottom are buttons for "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close".

For Pay Period	Hours Type	Available Balance	Balance Last Update
09/02/2001 - 09/15/2001	ANLV	256.0	07/13/2001
	SKLV	1934.6	07/13/2001
	DH82	46.0	07/13/2001
	SCHL	8.0	07/13/2001
	CONTINUOUS	47192.0	07/13/2001
	SINCE STEP	160.0	07/13/2001

Emp Info Tab**Leave Balance Bottom Tab**

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
For Pay Period	The pay period start and end dates.
Hours Type	<p>The employee's leave hours type as well as the following:</p> <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours
Available Balance	Displays the balance of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
Balance Last Updated	Date of the most current hours balance. The date may be different from the pay period end date if hours have been adjusted.

Emp Info Tab

Std Distribution Bottom Tab

The following window is displayed when the Standard Distribution bottom tab is selected. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Central

Selection Time Activity Equipment Inventory Emp Info History

AMATO, GREIG EUGENE 590-10-1162 Eff Dt: 04/25/1993 PP EndDt: 02/03/2001 Ver: Adj Type:

Standard Distribution

FACS Agy: 591 Name: AMATO, GREIG EUGENE SSN: 590101162
 Department: 59 Agency: 01 TKU: 001 Appt Date: 4/25/93 00

AY	Index	PCA	Grant	Phase	AG1	Project	Phase	AG2	AG3	Multi	Percent
01	99995										100

Start Date: 10/01/2000 End Date: 12/31/2222

General Info Leave Balance Std Distribution

<=> Submit Prev Used CB Delete Close

Ready

Std Distribution Bottom Tab

The following information is displayed:

Field Name	Description
FACS Agy	The employee's Financial Administration and Control System (FACS) agency number.
Name	The employee's name.
SSN	The employee's Social Security number.
Department	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Appt Date	The employee's start date for current position. This date is the same as the Eff Date in the Selection List window on the Selection tab.
Coding Block Elements	The coding block defined for standard distribution.
Percent	Percentage of costs applied to a specific row of coding block information.
Start Date	The date the standard distribution will become effective.
End Date	The date the standard distribution will not be effective.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Central" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info (selected), and History. Below the tabs, a header bar displays "Linn, Toni R" and "300-00-0004 Eff Dt: 09/26/2000 PP EndDt: 09/30/2000 Ver: Adj Type:". The main content area is titled "Non Employee General Info" and contains the following fields:

SSN:	3000000004		
Last Name:	Linn	First:	Toni
		Middle:	R
		Suffix:	
Dept.:	75	Agy:	01
		TKU:	039
HRMN Dept. Code:	00001	HRMN Dept. Name:	DIRECTOR'S STAFF
Union Code:	284	Start Date:	09/26/2000
		End Date:	12/31/2222
Class Type:		Job Code:	ADMNSTA
FLSA Exempt:		Wk Status Cd:	C
Firm No:		Contract No:	
Vendor No:		Hourly Rate:	
Modified User Id:	T_HRMND99		Modified Date: 9/26/00 10:04:04

Below the fields, there are three tabs: General Info (selected), Leave Balance, and Std Distribution. At the bottom of the window, there are four buttons: "<=", ">=", "Submit", and "Prev Used CB", "Delete", and "Close". The status bar at the bottom left shows "Ready".

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following information is displayed:

Field Name	Description
SSN	The non-employee's Social Security Number.
Name	The non-employee's name (last, first, middle).
Dept	The non-employee's department number.
Agy	The non-employee's agency number.
TKU	The non-employee's Timekeeping Unit (TKU) number.
HRMN Dept Code	The non-employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Union Code	A code which identifies a non-employee's bargaining unit if the employee is a pending employee.
Start Date	The start date for non-employee.
End Date	The end date for non-employee.
Class Type	The non-employee's classification, if applicable (i.e. Classified, Unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies a non-employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

Field Name	Description
FLSA Code	The Fair Labor Standards Act (FLSA) code which indicates the non-employee's overtime pay eligibility, if applicable. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
Wk Status Cd	A code which indicates the work status of a non-employee C - Contractual V - Volunteer E - Employee
Firm No	The Firm number for non-employee, if applicable.
Contract No.	The non-employee's contract number.
Vendor No.	The non-employee's vendor number.
Hourly Rate	The non-employee's hourly rate.
Modified User ID/Modified Date	The User ID of the last person who made modifications and the date modifications were made.